

Accommodation Planning Tool

This document is a tool to support faculty and students in communicating about reasonable accommodations in the course. It is not required for the form to be sent back to Student Accessibility Services (SAS) and is meant to be used as a tool to document the accommodation implementation discussion.

Student/Instructor information

Student name: _____ Student ID: _____

Instructor name: _____ Course: _____

Plan for implementation: (Examples in gray disappear as information is added to the table below)

Plan disclaimer: Every student has individual needs. A plan created for one student may not meet the needs of another. Likewise, accommodation implementation may vary based on course design and/or those individualized needs. If questions or disagreement arise surrounding accommodation implementation, the SAS office should be contacted for a facilitated conversation.

| Accommodation | Plan |
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Additional Details and Considerations

Are there additional considerations or details that need to be considered in the plan above?

Communication Time Frame and Method

What is the timeframe required for communication on accommodations (if applicable)?

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Contact Information

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|--|---------------------------------|---------------------------------------|---------------------------------|
| Best method to contact instructor | <input type="checkbox"/> Email | <input type="checkbox"/> Phone | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Canvas | <input type="checkbox"/> Office hours | |
| Instructor contact information (if needed) | | | |
| Best method to contact student | <input type="checkbox"/> Email | <input type="checkbox"/> Phone | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Canvas | <input type="checkbox"/> Office hours | |
| Student contact information (if needed) | | | |

Additional Accommodations (If needed)

| Accommodation | Plan |
|---------------|------|
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If there are questions on how to provide accommodations or further guidance is needed, please contact CELT or SAS as needed. The student and/or instructor should contact SAS if terms of agreement are not being met.